

## Appendix B

Commonwealth of Virginia Database Index Reporting Form			
1.	<b>Public Body Name &amp; Numeric Code:</b>	Dept. of Criminal Justice Services (00140)	4.
	<b>Database Title:</b>	Expungement Order Tracking System	5.
	<b>Database Acronym:</b>	Expungement	6.
			<b>Point of Contact:</b> George B. Gotschalk, Jr.
			<b>Phone Number:</b> (804) 786-8001
			<b>Signature &amp; Date:</b> Elizabeth M. Muncie 7/14/98
<b>7. Database Description and Contents:</b> <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i>  <p>By statute, the DCJS is required to insure that all court ordered record expungements (sealing of records) are fulfilled by all criminal justice agencies that may have any records specifically related to the offense(s) of a successful petitioner, including the FBI. A petitioner may seek and receive a court ordered expungement of records for the following reasons: a finding of not guilty; acquittal; dismissal; nolle prosequere; etc. On receipt of an expungement order, identifying information is entered on the petitioner and attorney, the court case, and identified judicial, police and prosecutorial agencies. The system generates notification letters to the identified criminal justice agencies requesting the sealing of any records related in the petition and return certification that fulfillment was accomplished or no records were found. These fulfillment certifications are entered into the system and notification is generated and sent to the petitioner and or his/her attorney that the court ordered sealing of the petitioners records has been accomplished.</p> <p>The Expungement system is a Microsoft Access 2.0 data base application.</p> <p>Information from the data base is restricted (Section 19.2-392.3, Code of Virginia).</p> <p><b>Note:</b> <i>Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>			
<b>8. Date of Last Update:</b> July 17, 1998 <b>9. Frequency of Update:</b> <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly,    Other:			
<b>10. Formats Available and Schedule of Fees:</b> <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>			
<b>a. Format</b>  Not Applicable		<b>b. Cost</b>  Not Applicable	

Send completed form to the Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97